SOLICIT	ATION/CONT	RACT/OR	DER FOR CO	MMERC	IAL ITEMS			2-2400-0		073		PAGE OF	-   з	
	OFFEROR TO	COMPLETE	BLOCKS 12, 17	, 23, 24, & 3	4. ORDER	NUMBER	KE	2 2-00 0			LICITATION NUMB			6. SOLICITATION
2. CONTRACT NO. GS-35F-52	12H		EFFE	vard/ Ective date /28/20	:	F-06-00					(No collect calls)	le occep r	NIE DATE	ISSUE DATE
7. FOR SC	DLICITATION		AME	ol oak				5. TELEPHONE 301-504			(No conect cars)	0.011210	JOE 51 (1) E	•••···
	ATION CALL:	Co	rnelia M		<del></del>	110	THIS ACQ	UISITION IS						
9. ISSUED BY				CODE	ADAS (		UNREST		□se	T ASIDE:	% FO	R:		
CONSUMER DIVISION	PRODUCT S	SAFETY ISTRATI	COMMISSI VE SERVI	ON CES		"	M UNKEST	AGTED OR			BUSINESS [	]EMERGING SI BUSINESS	MALL	
4330 EAST						,	AICS:		0	HUBZOI	NE SMALL	2000,1400		
ROOM 520-	01						ZE STANDA	IRD:		BUSINE			8(A)	
BETHESDA	MD 20814									OWNED	E-DISABLED VETE SMALL BUSINESS B. RATING		U(r)	
11. DELIVERY FOR		12. DISCOUN	TTERMS Net	3.0				S CONTRACT IS						
MARKED		ļ	1100					TED ORDER UN AS (15 CFR 700)		14	. METHOD OF SOL	_		
SEE SCHEDULE	I				·						□RFQ L	CODE Z		
15. DELIVER TO			CODE	IS			S. ADMINIST					L	M P S	
CONSUMER	PRODUCT S	SAFETY	COMMISSI	ON							TY COMMI	SSION		
OFFICE OF	'INFORMA	TION SE	RVICES					PROCURI			RVICES			
4330 EAST						l l		AST WES	г ни	ΝY				
ROOM 706							OOM 5	17 DA MD 2	001/	4				
BETHESDA	MD 20814					ļ.	EIRES	DA MD 4	0017	*				
17a, CONTRACTOR	y cons	942277	7047	FACILITY		18	Ba. PAYMEN	IT WILL BE MAD	E BY			CODE	ADFS	
OFFEROR	•	342211	V 4 7	CODE								_		· · · · · · · · · · · · · · · · · · ·
	-					lc	ONSUM	ER PROD	UCT	SAFE	TY COMMI	SSION		
SYBASE IN							DIVISION OF FINANCIAL SERVICES							
561 VIRGI		7737				4	4330 EAST WEST HWY, ROOM 522							
CONCORD M	A 01/42-2	4,72				E	BETHESDA MD 20814							
TELEPHONE NO.		•									NUMBER OF TRAIN	IL ESS BLOCK	BEI OW	
17b. CHECK IF R	REMITTANCE IS DIF	FERENT AND	PUT SUCH ADDR	ESS IN OFFE	R		86. SUBMIT IS CHE	CKED	SEE A	SS SHOW ODENDU		CE33 BLOCK	24	
19. ITEM NO.			SCHEDULE OF	20. SUPPLIES/S	ERVICES			21. QUANTITY	22. UNIT	ι	23. INIT PRICE		AMO	
7	Tax ID Nu		94295100	)5										
Ι	DUNS Numb	er: 9	42277047					1		İ				
	THE CONTR	A COMOD (	OTTATT DET	POPM '	ਹੈਂਹਿਕ ਬੋਧਾ	OWING								
	THE CONTR SUPPORT U	WIDED G	ICAUWEB I	IO2014	7-1-1-1.	AS PE	2							
	OUOTE NO.	O MADM	95-1 SEI	RVICES	WILL BE	PROVI	DED	!				ļ		
[]	FOR THE F	PERTOD (	OF OCTOB	ER 1,	2005 THR	OUGH			1					
1	SEPTEMBER	30. 2	006 WITH	THE E	XCEPTION	OF LI	ΝE		ł					
	ITEM 0006													
j	Continued	i		data a si na s	ala an Ness-	ean/l								
	•		lor Attach Add	itional She	ers as Neces	sary)		!	<u> </u>	26 TO	OTAL AWARD A	MOUNT (For C	Govt. Use	Only)
25. ACCOUNTIN										"	\$0.00			
SUBJECT T	O AVAILA	BILLY C	F FUNDS	2 52 212-1	52.212-4 FAR	52.212-3 AN	ID 52.212-	5 ARE ATTAC	HED. A	ADDEND		☐ ARE		NOT ATTACHED
☐27a. SOLICITA ☑ 27b. CONTRA	ATION INCORPO ACT/PURCHASE	ORDER INC	ORPORATES BY	REFEREN	CE FAR 52.21	2-4. FAR 52.2	12-5 IS AT	TACHED.	ADD!	ENDA		☐ ARÉ	X ARE	NOT ATTACHED
28. CONTRAC								29. AWARD	OF CC	ONTRAC	T: REF.			OFFER
CODISC TO IS	SELUNG OFFICE	CONTRACT	FOR AGREES TO	O FURNISH	AND DELIVER	₹		DATED			YOUR O	FER ON SO	LICITATIC	N (BLOCK 5),
ALL STEMS SE	ET FORTH OR O	THERWISE II	DENTIFIED ABO	IVE AND O	N ANY ADDITE	ONAL		INCLUDING	ANY A	ADDITION	NS OR CHANGE	S WHICHAR	E SET E	אלאם
	JECT TO THE TE		UNDITIONS SP	ECAPIED HE	INEIN.		fa>-				TURE OF CONTRA	CTING OFFICE	ER)	
30a. SIGNATURE O	OF OFFEROR/CON	TRACTOR				<	31a. UNIS	STATES OF I	~weftit					
30b. NAME AND	TITLE OF SIGNE	ER (Type or c	orint)		30c. DATE SIG	NED	31b. NAME OF CONTRACTING OFFICER (Type or print) 31c. DATE SIGNED							
JOU. NAME AND							Kim M	Miles					9	120/05
AUTHORIZED FO	OR LOCAL REPR	RODUCTION					<del>.</del>				<u> </u>	STANDA Prescri	RD FOR	M 1449 REV. 3/2005

19. ITEM NO.		20. SCHEDULE OF SUPPLIES.	SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRI	CE	AMOUNT
0001	ADAPTIVE SE	RVER ENTERPRISE FO	OR WIN	DOWS -	<u>-</u>	1	EA	15,54	9.66	
0001	UNLIMITED,									
	Accounting									
	ł .	2400-99948-257I								
		,549.66 (Subject 1	o Ava	ilability of	£					
	Funds)								ļ	
0002	ADAPTIVE SE	RVER ENTERPRISE FO	OR WIN	DOWS 16 USE	RS,	1	EA	2,48	6.28	
	P/N: 16630									
	Accounting	Info:								
		2400-99948-257I								
	Amount: \$2,	486.28 (Subject to	o Avai	lability of					Ì	
	Funds)									
					n c	,	EA	4.4	2.35	
0003	1	RVER ENTERPRISE F	OR WIN	IDOWS 16 USE	KS,		EA	1.		
	P/N: 16630									
	Accounting						1			
		2400-99948-257I 2.35 (Subject to	Availa	bility of F	unds	.)				
	Amount: \$44	2.35 (Subject to	,,vario							
0004	ADADTIVE SE	RVER ENTERPRISE F	OR WIN	IDOWS (20 SY	BASE	: 1	EA	1,73	37.83	
0004	SEAT), P/N:									
	Accounting									
		-2400-99948-257I								
	Amount: \$1,	737.83 (Subject t	o Avai	ilability of					1	
	Funds)									
0005	SYBASE WIND	OOWS SDK, P/N: 134	65			1	EA	3:	24.00	
	Accounting	Info:								
	Continued .					<del>                                     </del>	<u> </u>			
32a. QUANTIT	TY IN COLUMN 21 HAS	ACCE		D CONFORMS TO THE	CONT	RACT, EXCER	PT AS			
RECEI		PECTED NOTE	:D:	32c, DATE	32d PI	RINTED NAME	E AND	TITLE OF AUTH	ORIZED GO	OVERNMENT REPRESENTATIVE
32b. SIGNATI	JRE OF AUTHORIZED	GOVERNMEN		0200 57112						
32e. MAILING	ADDRESS OF AUTHO	RIZED GOVERNMENT REPRESE	NTATIVE		32f. TE	LEPHONE N	MBER	OF AUTHORIZ	ED GÖVER	NMENT REPRESENTATIVE
						05 11 17	· · · · · ·	ED GOVERNME	NT PEPRE	SENTATIVE
					32g. E-	MAIL OF AUT	HORIZ	ED GOVERNME	INI REPRE	OCIAINIAE
		A CHANGUES MINISTER	25 AMOU	INT VERIFIED	36 PA	YMENT				37. CHECK NUMBER
33. SHIP NUN	MBER	34, VOUCHER NUMBER	CORRECT			.,				
		_				OMPLETE		PARTIAL [	FINAL	
B S/R ACCO	L FINAL DUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID E	BY	L					
US. SIN NOOL	,									
41a. I CERTIF	Y THIS ACCOUNT IS	CORRECT AND PROPER FOR PA			42a	RECEIVED	SY (Prir	nt)		
41b. SIGNATI	URE AND TITLE OF CE	RTIFYING OFFICER	4	1c. DATE	42b	. RECEIVED	AT (Loc	cation)		
					42-	DATE REC'D	(VVI)	(M/DO)	42d TOTA	AL CONTAINERS
					440.	. UNI E NEC D	423718		724. 1017	

ററു	ITIN	ΙΙΔ	TION	SHE	ET
LUN		ᇄ		<b>∵</b> !!⊏	

REFERENCE NO. OF DOCUMENT BEING CONTINUED GS-35F-5212H/CPSC-F-06-0010 PAGE

3

OF

NAME OF OFFEROR OR CONTRACTOR

INC		<u> </u>		
SUPPLIES/SERVICES (B)	QUANTITY (C)	тіми (D)	UNIT PRICE (E)	AMOUNT (F)
06-CC-EXIS-2400-99948-257I Amount: \$324.00 (Subject to Availability of Funds)				
PD PHYSICALARCH UPGRADE FROM A, P/N:20312 Period of Performance: October 1, 2005 through February 27, 2006. Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$442.35 (Subject to Availability of Funds)		EA	442.35	
ADAPTIVE SERVER ENTERPRISE FOR WINDOWS, P/N: 16630 Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$111.57 (Subject to Availability of Funds)		EA	111.57	
GSA EXTENDED SUPPORT CONTACTS (4) P/N: 16260	1	EA		
Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$0.00 (Subject to Availability of Funds)				
GOVERNMENT TECHNICAL RESPRESENTATIVES.				
Primary Contact: Li Wang, ID# 285835 & 290273 (301)504-6963				
Secondary Contact: Arlene Golden, ID#285836 & 290274(301)504-6970				
Total amount of award: \$21,094.04. The obligation for this award is shown in box 26.				
	SUPPLES/SERVICES (B)  06-CC-EXIS-2400-99948-2571 Amount: \$324.00 (Subject to Availability of Funds)  PD PHYSICALARCH UPGRADE FROM A, P/N:20312 Period of Performance: October 1, 2005 through February 27, 2006. Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$442.35 (Subject to Availability of Funds)  ADAPTIVE SERVER ENTERPRISE FOR WINDOWS, P/N: 16630 Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$111.57 (Subject to Availability of Funds)  GSA EXTENDED SUPPORT CONTACTS (4) P/N: 16260  Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$0.00 (Subject to Availability of Funds)  GOVERNMENT TECHNICAL RESPRESENTATIVES.  Primary Contact: Li Wang, ID# 285835 & 290273 (301)504-6963  Secondary Contact: Arlene Golden, ID#285836 & 290274 (301)504-6970  Total amount of award: \$21,094.04. The obligation	OUANTITY (E)  06-CC-EXIS-2400-99948-257I Amount: \$324.00 (Subject to Availability of Funds)  PD PHYSICALARCH UPGRADE FROM A, P/N:20312 Period of Performance: October 1, 2005 through February 27, 2006. Accounting Info: 06-CC-EXIS-2400-99948-257I Amount: \$442.35 (Subject to Availability of Funds)  ADAPTIVE SERVER ENTERPRISE FOR WINDOWS, P/N: 16630 Accounting Info: 06-CC-EXIS-2400-99948-257I Amount: \$111.57 (Subject to Availability of Funds)  GSA EXTENDED SUPPORT CONTACTS (4) P/N: 16260  1 Accounting Info: 06-CC-EXIS-2400-99948-257I Amount: \$0.00 (Subject to Availability of Funds)  GOVERNMENT TECHNICAL RESPRESENTATIVES.  Primary Contact: Li Wang, ID# 285835 & 290273 (301)504-6963  Secondary Contact: Arlene Golden, ID#285836 & 290274 (301)504-6970  Total amount of award: \$21,094.04. The obligation	SUPPLESSERVICES (B)  OG-CC-EXIS-2400-99948-257I Amount: \$324.00 (Subject to Availability of Funds)  PD PHYSICALARCH UPGRADE FROM A, P/N:20312 Period of Performance: October 1, 2005 through February 27, 2006. Accounting Info: OG-CC-EXIS-2400-99948-257I Amount: \$442.35 (Subject to Availability of Funds)  ADAPTIVE SERVER ENTERPRISE FOR WINDOWS, P/N: 16630 Accounting Info: OG-CC-EXIS-2400-99948-257I Amount: \$111.57 (Subject to Availability of Funds)  GSA EXTENDED SUPPORT CONTACTS (4) P/N: 16260  1 EA Accounting Info: OG-CC-EXIS-2400-99948-257I Amount: \$0.00 (Subject to Availability of Funds)  GOVERNMENT TECHNICAL RESPRESENTATIVES.  Primary Contact: Li Wang, ID# 285835 & 290273 (301)504-6963  Secondary Contact: Arlene Golden, ID#285836 & 290274 (301)504-6970  Total amount of award: \$21,094.04. The obligation	SUPPLIESSERVICES (B)  06-CC-EXIS-2400-99948-2571 Amount: \$324.00 (Subject to Availability of Funds)  PD PHYSICALARCH UPGRADE FROM A, P/N:20312 Period of Performance: October 1, 2005 through February 27, 2006. Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$442.35 (Subject to Availability of Funds)  ADAPTIVE SERVER ENTERPRISE FOR WINDOWS, P/N: 16630 Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$111.57 (Subject to Availability of Funds)  GSA EXTENDED SUPPORT CONTACTS (4) P/N: 16260  1 EA  Accounting Info: 06-CC-EXIS-2400-99948-2571 Amount: \$0.00 (Subject to Availability of Funds)  GOVERNMENT TECHNICAL RESPRESENTATIVES.  Primary Contact: Li Wang, ID# 285835 & 290273 (301)504-6963  Secondary Contact: Arlene Golden, ID#285836 & 290274(301)504-6970  Total amount of award: \$21,094.04. The obligation

# 52.212-4 Contract Terms and Conditions - Commercial Items. (OCT 2003)

# 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items. (APR 2005)

- (a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
  - [](1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
  - [] (2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).
- (b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]
  - [](1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
  - [](2) 52.219-3, Notice of Total HUBZone Set-Aside (JAN 1999) (15 U.S.C. 657a).

Page 19

- [](3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).
- [](4)(i) 52.219-5, Very Small Business Set-Aside (JUN 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).
- [](ii) Alternate I (MAR 1999) of 52.219-5.
- [](iii) Alternate II (JUN 2003) of 52.219-5.
- [](5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).
- [](ii) Alternate I (OCT 1995) of 52.219-6.
- [] (iii) Alternate II (MAR 2004) of 52.219-6.
- [](6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).
- [](ii) Alternate I (OCT 1995) of 52.219-7.
- [] (iii) Alternate II (MAR 2004) of 52.219-7.
- [](7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).
- [](8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C.

- [](iii) Alternate II (JAN 2004) of 52.225-3.
- [](25) 52.225-5, Trade Agreements (Jan 2005) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- [](26) 52.225-13, Restrictions on Certain Foreign Purchases (MAR 2005) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- [](27) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).
- [](28) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).
- [](29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- [](30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- [X](31) 52.232-33, Payment by Electronic Funds Transfer Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
- [](32) 52.232-34, Payment by Electronic Funds Transfer Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
- [](33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).
- [](34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
- [](35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).
- [](ii) Alternate I (APR 2003) of 52.247-64.
- (c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]
  - [X](1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).
  - [X](2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
  - [](3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
  - [X](4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (FEB 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
  - [](5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor

Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (MAY 1989) (41 U.S.C. 351, et seq.).

- (d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records Negotiation.
  - (1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.
  - (2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.
  - (3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.
- (e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--
  - (i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
  - (ii) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
  - (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
  - (iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
  - (v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).
  - (vi) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).
  - (vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in

### accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

# 52.000-1 A CONTRACTOR'S NOTE - DELIVERIES TO HEADQUARTERS

Deliveries and/or shipments shall not be left at the Loading Dock. All deliveries shall be considered "inside deliveries" to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

#### ATTENTION GOVERNMENT VENDOR

### a. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact Mr. Arliss Butler, Shipping and Receiving Coordinator at (240) 882-6386 or Mr. Ray Garcia, Property Management Officer at (301) 504-0666 ext 1144, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

LOADING DOCK HOURS OF OPERATION: 9:00 am to 11:00 am or 1:30 pm to 4:00 pm, Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Administrative Services (301) 504-7113

Procurement Services (301) 504-7927

Upon arrival, the driver should use the intercom box at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

# b. DELIVERY INSTRUCTION FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 516. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION: Monday through Friday (except holidays) - 7:30 am to 5:00 pm

- c. BILLING INSTRUCTIONS: At a minimum, each invoice shall include:
- 1. The name and address of the business concern (and separate remittance address, if applicable).
- 2. Taxpayer Identification Number (TIN).
- 3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).
- 4. The contract number and delivery/task order number, as appropriate, or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods of services.

- 5. Description, price and quantity of goods or services actually delivered or rendered.
- 6. Shipping cost terms (if applicable).
- 7. Payment terms.
- 8. ACH Vendor Information which includes the Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.
- 9. Other substantiating documentation or information as specified in the contract or purchase order.
- 10. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.
- 11. ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO THE PAYMENT ADDRESS indicated on page one of this document.

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor. Inquiries regarding payment should be directed to the Finance Office at 301-504-7172 or 301-504-7130.

#### d. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER:

Contact: Mrs. Kim Miles

Contract Specialist at (301) 504-7018

#### e. PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347).

The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

### f. PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer in the Division of Administrative Services. The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.

### 52-232-18 Availability of Funds (Apr 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.